

# Agenda Item Form

Agenda Date: 06/29/04

Districts Affected: N/A

Dept. Head/Contact Information: El Paso Water Utilities, Fred Loweree, (915) 594-5501]

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                         | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                   | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                       | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                              | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☒ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

This is a new contract position that needs to be filled.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and Benefits

## Statutory or Citizen Concerns:

N/A

## Departmental Concerns:

N/A

95 8 LU 42 227 000  
INVENTORIED 2004 6 29

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **JOSE R. ALANIZ**, to assist the El Paso Water Utilities as a Geographic Information Systems Technician at an hourly rate of \$13.18 for 40 hours per week. The term of the contract shall be for the period of June 30, 2004 through June 29, 2005.

**APPROVED** this 29th day of June, 20004.

THE CITY OF EL PASO

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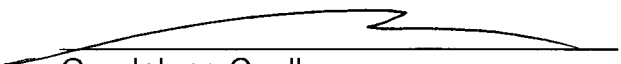
Joe Wardy  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:



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Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS            )  
                                      )  
COUNTY OF EL PASO        )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **JOSE R. ALANIZ**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a Geographic Information Systems Technician; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.     SCOPE OF SERVICES.     Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the El Paso Water Utilities, in El Paso, Texas.

2.     TIME OF PERFORMANCE.     The services of Employee are to commence on or about June 30, 2004 and be completed by June 29, 2005.

3.     COMPENSATION AND METHOD OF PAYMENT.     Employee shall be paid at an hourly rate of Thirteen and 18/100 Dollars (\$13.18). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.     The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the El Paso Water Utilities, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso  
El Paso Water Utilities  
Attn: General Manager  
1154 Hawkins Boulevard  
El Paso, Texas

EMPLOYEE: Jose R. Alaniz

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso,  
Texas this 29th day of June, 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
Jose R. Alaniz  
SSN:

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Edmund G. Archuleta, P.E.  
General Manager, El Paso Water Utilities

**ATTACHMENT A**  
**SCOPE OF DUTIES STATEMENT**

**GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN (EL PASO CONTRACT POSITION)**

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***Summary***

Under general supervision, develop and maintain computer based Geographic Information System (GIS) data, develop user applications, and create mapped products and provide technical support.

***Typical Duties***

Develop and maintain computerized data bases of multi-layered maps and relational spatial data. Involves: Apply standards for symbology, code use, labeling, layering, and other features to assure consistency between layers. Operate computer workstation to perform map digitizing, record entry, file translation and research. Import and export files and databases. Review and correct errors.

Create mapped products. Involves: Perform map overlay, buffering, and other spatial analysis functions. Generate thematic maps, graphs, reports or similar products.

Assist in technical database and operational support. Involves: Assist users in operation of workstation and GIS software. Analyze information. Recommend acquisitions of software, hardware or other related products. Participate in GIS related coordinating meetings.

Perform miscellaneous related duties as required.

***Minimum Qualifications:***

Training and Experience: Equivalent to a combination of a high school diploma or GED, and four (4) years experience using Geographic Information Systems (GIS), programming, computer aided drafting, surveying, cartography, photogrammetry, or remote sensing.

[Redacted]  
[Redacted]

# Jose R. Alaniz

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**Objective** To obtain a position which will utilize my acquired skills in Geographic Information System (GIS) and Hansen Information Systems, and challenge me with increasing responsibilities and opportunities for advancement.

**Experience** April/2002–Present El Paso Water Utilities /Wastewater Division El Paso, TX.  
**GIS Technician**

Develop and maintain computerized Geographic Information Systems databases of multi-layered maps utilizing ArcView and ArcMap. Catalogue data in ArcView, Develop computerized Datasets of multi-layered maps and relational spatial data to include Line features representing all El Paso County roads and sewer mains, polygon features representing Parcel maps, and points features to represent Sewer manholes, nodes and Sewer diversion boxes. Maintain and update GIS databases and coverages in areas of new growth using GIS Technology, GPS equipment, Orthophotography and Engineering maps. Create, as needed new Themes in ArcView to access and verify the new subdivisions, apply standards for symbology, labeling and layering to assure consistency between layers. Update maps as new data is received relative to new subdivisions, to include project number, size, type and age of main, and manhole inverts. Maintain map and survey data system. Create customized ArcView projects, views and layouts for use by field crews to resolve conflicts in information between ArcView and Hansen programs. Conduct mapping research to resolve conflicts in information, verify and correct research maps. Assemble aerial photos into mosaics. Create the necessary links in Hansen, Trimble GPS, ArcSDE, and Oracle to edit and display the graphical objects historical sewer main data, and database links to EPWU users.

Complete Work Orders from emergency and vactor crews on a daily basis populating as many fields as possible to ensure accurate and complete reports. Import and Export Work Orders created by emergency crews from the Toughbook workstations onto the Oracle database. Input employee hours for the camera crews. Schedule Preventive Maintenance (P.M.) of Assets by location for the Central, Lower Valley, Northeast and Westside areas of town. Schedule P.M. of Air Relief Valves, 90 Bends and problem areas. Generate Work Orders for all scheduled P.M.'s. Complete Work Orders for all scheduled P.M. as crews perform the required work and or inspections. Review errors and correct assets in Hansen Preventive Maintenance data by running a QAQC after obtaining verification digitally with the assistance of GPS technology, and physical visual inspection by the field crews. Ensure updated assets are relocated onto the N: drive for use by the IS Department at Hawkins, S: drive for use with the GIS Viewers, P: drive for use by Sewer personnel and emergency crew's Toughbook workstations. Retrieve and print reports for 630 emergency crews on data collected using the Biosystems hand held H2S meter. Print the reports using WinUltra software. Print maps with orthophotography or Engineering General maps as required by the field crews. Assist Sections 620 and 690 supervisor, and field crews input and complete Work Orders. Assist supervisors with usage of Word and Excel programs and provide general computer assistance and technical support on minor problems. Print out maps of Lift Stations, Force Mains, and assets located near construction site for use by construction personnel and field crews. Guide and direct crews in the use of ArcView and Hansen programs. Produce checklists and visual aids to facilitate the training of the emergency crews. Participate in planning studies of new software and hardware introduced into the department to ensure it is necessary and to obtain a better understanding of how to utilize the new equipment to it's fullest potential. Manage complaints from customers when supervisors are not in the office and direct emergency crews to the location of the complaint. Contend with minor



problems or complaints the customer may have. Contact 300 engineering Section when field crews have problems locating the sewer Manholes, Mains or other Sewer assets if the problem cannot be resolved with the use of the printed General Maps. Directly supervise Emergency and Vactor crews on the verification of GIS and Hansen assets to include active, abandoned and private sewer mains and manholes. Directly supervise Emergency crews on the use of the Toughbook workstations to ensure Work Orders are completed accurately, pointing out any discrepancies or omitted data.

April/2002–October/2001

El Paso Water Utilities /GIS Dept.

El Paso, TX.

**GIS Technician**

Performed data compilation from imagery using ArcInfo. Updated the water meter database that had been collected from GPS points in order to assist the water utilities. Used ArcView to create tools and buttons for projects such as allocating size and types to water mains, color-coding and numbering fire hydrants. Analyzed and corrected ArcView theme tables to ensure compatibility with the Municipal Utility Programs and Software (MUPS) database. Catalogued data in ArcView, Developed Datasets to include Line features representing all El Paso County roads for use by all PSB personnel. Modify maps using GIS and AutoCAD software to include rubber sheeting of Engineering maps. Performed map overlay, buffering and spatial analysis functions with ArcView theme table query and calculate tools. Participate in maintenance of house numbering system, and maintain inventory of street names. Use Global Positioning System (GPS) field data collection equipment to collect new data. Review and correct database tables for each theme, create tables for themes as necessary. Prepare GIS metadata, reports, charts and graphics. Transfer graphical and non-graphical information onto GIS. Perform manual and computerized drafting and geocoding. Perform tasks related to encoding GIS data to produce maps. Interpret source documents and legal descriptions and convert the data into spatial data. Generate thematic maps, graphs and reports.

May/1997–August/2000

Lackawanna Leather

El Paso, TX.

**Shift Superintendent**

Supervised and scheduled over 30 employees utilizing Microsoft Office programs. Ensured quality of leather to meet General Motor's standards. Designed and implemented computerized procedures and checklists for accurate shipping and receiving of products. Conducted formal classes for Management and Production Certification. Supervised and managed daily dept. activities to meet goals in Safety, Quality, Delivery and Cost. Planed and coordinated assignments of hourly team members and supervisors to meet production demands. Coordinated communication between departments and all levels of the plant. Trained team members in production positions to reach exceed objectives. Participated in review and selection of contracting methods and sources for construction projects. Prepared and maintained contract documents related to the specifications.

March/1990–February/1994

Members Roofing

El Paso, TX.

**Owner/Operator**

Managed 25 employees. Ensured Quality Assurance and customer satisfaction. Coordinated with other contractors. Maintained Payroll and Taxes utilizing Excel95 and Word95 programs. Assisted the foreman in maintaining paperwork systems associated with payroll, materials inventory, estimation of required materials, OSHA safety regulations, and project organization. Directed and assisted team members in the off-loading of deliveries and staging of materials and equipment around the roof.

April/1984–February/1990

United States Air Force

Mildenhall, UK.

**Computer Operator**

Operated and maintained the Sperry1100 Mainframe Computer. Developed and Implemented Contingency Procedures for safeguarding computer integrity from outside or non-friendly combatants. Troubleshooted computer workstation problems for end users. Conducted technical on the job training of incoming personnel. Developed

financial programming. Implemented Fortran, Cobol, and Basic programming software systems for Information System Squadron. Provided technical support on customized layouts. Evaluated progress achieved by new trainees on the Sperry 1100 Mainframe computer. Assisted with Technical database and operational support. Participated in computer reconstruction program to relocate the mainframe computer Transportable Support System (TSS). Transferred database files from different computers throughout Europe (NATO). Reviewed graphs and paychecks for errors. Applied computerized standard operating procedures. Operated a computer workstation to process batch and real-time jobs. Maintained a digitized library of files on magnetic tapes. Maintained fixed and removable disk drives. Analyzed and programmed the Central Processing Unit (CPU) for maximum efficiency.

**Education**      High School, Additional Training, Trade schools (see enclosed certificates)

1982	Irvin High School	El Paso, TX.
2000–2001	Border Institute of Technology	El Paso, TX.
▪ Hands-on PC Technology Courses	45 Quarter credit hours	(2001)
▪ Computer Operations	200 hours	(1984)
▪ Introduction to Fortran-77	3 credit hours	(1989)
▪ Introduction to Cobol Programming	3 credit hours	(1989)
▪ Executive Control Language	2 credit hours	(1989)
▪ Basic Language Programming	3 credit hours	(1989)
▪ Fundamentals of Data Processing	2 credit hours	(1989)